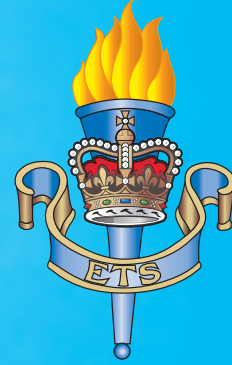


# Summer Term 2010

## Course Programmes



34 Army Education Centre  
and Elmpt Army Learning Centre

# INDEX

	<i>Page</i>
<i>General Information</i> .....	2
<b>34 Army Education Centre Course Programme</b> .....	<b>5</b>
<i>Courses at a Glance</i> .....	8
<i>Recreational Courses</i> .....	9
<i>City &amp; Guilds English &amp; Maths Qualification</i> .....	14
<i>Vocational Courses</i> .....	15
<i>German Courses</i> .....	16
<i>Other Language Courses</i> .....	18
<i>English as a Foreign Language</i> .....	19
<i>Computer Courses</i> .....	20
<i>Opening Times &amp; Telephone Numbers</i> .....	21
<i>Map of 34 AEC</i> .....	22
<i>Map of 34 AEC Annexe</i> .....	23
<i>Army Learning Centre</i> .....	24
<i>The Defence Electronic Learning Centre</i> .....	25
<b>Application Form to Attend Courses at 34 AEC</b> .....	<b>27</b>
<b>Application Form and Record of Part-Time Instructors</b> .....	<b>29</b>
<b>Elmpt Army Learning Centre Course Programme</b> .....	<b>31</b>
<i>Courses at a Glance</i> .....	33
<i>Language Courses</i> .....	33
<i>Recreational Courses</i> .....	34
<i>Bitesize Courses</i> .....	35
<i>Opening Times &amp; Telephone Numbers</i> .....	36
<i>Elmpt Army Learning Centre</i> .....	37
<i>Elmpt Station Library</i> .....	38
<i>Wildenrath ALC and Station Library Details</i> .....	38
<b>Application Form to Attend Courses at Elmpt ALC</b> .....	<b>39</b>

## INTRODUCTION

1. 34 AEC is situated in Cambridge House, Moore Road, Building 4 (JHQ). The centre offers a range of Personal, Community and Development Learning (PCDL) courses, either as day or evening classes to service personnel, their dependants and entitled civilians. Centre facilities include an Army Learning Centre for e-learning and a Basic Skills Tutor. We also have a computer suite for instructor led computer courses. The Defence Electronic Learning Centre is also situated in Cambridge House and provides further online training to support all MOD employees and their dependants.
2. Elmpt ALC is situated in Building 2, Javelin Barracks (next to 16 Signals Regimental Headquarters). The centre also offers a range of PCDL courses, either as day or evening classes, to service personnel, their dependants and entitled civilians. Elmpt ALC facilities include a library, an Army Learning Centre for e-learning and a Basic Skills Tutor. We also have a computer suite for IT training.

## AIM

3. We aim to provide high quality courses to meet the needs of entitled personnel. Where possible, the courses culminate in an examination which gives a civilian qualification. Where this is not the case, the centre will provide a certificate of attendance to show to future employers.

## ELIGIBILITY

4. **Courses are free to all UK Military personnel. Other Military, UKBCs, dependants and DELs will be required to pay a nominal fee. DELs will be accepted onto courses on a fill up basis only.**

Courses listed in this Brochure are not intended for Resettlement. Resettlement Courses are to be booked through CTP, Herford

5. The courses offered are not designed for children under 18 years of age. However, 16-18 year olds may study GCSE courses at the centre upon production of written and signed consent from their head teacher.

## ENROLMENT

6. Allocation of course places at both 34 AEC and Elmpt ALC will be on a **first-come first-served basis** for all entitled personnel. Application forms can be found at the back of both 34 AEC/Elmpt ALC sections of this brochure. Completed applications with course fees should be handed to the Reception at 34 AEC and the Centre Manager at Elmpt ALC.
7. Service personnel are to inform the OC in writing of any intention to withdraw from a course, stating a valid reason (e.g. operational/early posting).
8. Enrolments will take place from Monday 19<sup>th</sup> April 2010 at 0900 hrs until Friday 30<sup>th</sup> April 2010. UK military personnel may send their applications for courses by fax. Fax applications will not be processed before Monday 19<sup>th</sup> January 2010.

Office hours for enrolment are:

Monday – Thursday	0900 - 1630 hrs
Friday	0900 - 1200 hrs

## PAYMENT OF COURSES

9. **All courses are free to UK military personnel. All other students are to pay in full, in euros, at the time of enrolment.** Fax applications will not be accepted because of this. Applicants may register themselves and one other person only. Regrettably, block applications and telephone applications cannot be accepted. Please bring your military/dependants/UKBC identity card to prove eligibility.

***Please Note: Only in exceptional circumstances will a refund (in full or in part) be authorised once a student has registered!***

10. All students are requested to contact 34 AEC on JHQ Mil 4150 or Elmpt ALC on 68 2702 to confirm their place at least 3 days prior to the start of the course.

## COURSE/EXAM FEE POLICY

11. All students including military personnel are required to pay the relevant exam fee. Military personnel can claim Standard Learning Credits (SLC) against this fee. To claim, SLC MOD Form 1950 must be completed and signed before the start of the course. Payment of course fees are accepted in euros only with the exception of payment for computer examinations. Payment for CLAIT/CLAIT Plus exams are to be made by all students, during the course, to the exams clerk by a UK cheque, and made payable to SCEB. Payments for GCSE examinations can be made closer to the time of examination. A small administration fee will be included in the cost. A list of examination fees will be made available at enrolment.

## CANCELLATION OF COURSES

12. Courses will only run if a **minimum of 6 students register**. If this number is not achieved, registered students will be offered an alternative course or a full refund of fees paid.

## TERM DATES

13. Unless otherwise stated, term dates will run between Monday 3<sup>rd</sup> May and Friday 16<sup>th</sup> July 2010. Please note that not all courses will run for the entire length of a term. Students are strongly advised to check the timings of their chosen course. The half-term break will be from Monday 31<sup>st</sup> May – Friday 4<sup>th</sup> June 2010 to coincide with that taken by local SCE (NWE) schools. All Public Holidays during this term are observed and 34 AEC and Elmpt ALC Centres will close.

## TEXTBOOKS AND MATERIALS

14. For language and GCSE courses students will be required to purchase textbooks. These are listed below for each language course covered. Students are to obtain these themselves before the start of the course. A useful website for ordering books is [www.amazon.co.uk](http://www.amazon.co.uk)

COURSE	BOOK TITLE	ISBN NUMBER
GERMAN ALL LEVELS	LET'S TALK GERMAN	0-340-56627-2
FRENCH LEVEL 1	VOILA	0-340-81367-9
iGCSE ACCOUNTING	iGCSE ACCOUNTING	0521893461

## **UNIT TRAINING**

15. Rooms are available, equipped with OHPs, projectors and TV/videos, for use in training, briefings or meetings. These are frequently used; book through the Centre Managers at 34 AEC/Elmpt ALC at least two weeks in advance.
16. Military students who pursue computer courses for the purpose of unit training needs are specifically excluded from claiming under the Standard Learning Credit Scheme. However, units may decide to find funds to pay for the training. These 'DUTY' students should be eligible for RPOD, using forms from their pay office. 34 AEC/Elmpt ALC will provide a certificate of attendance for this purpose.

## **ROOM ALLOCATIONS**

17. Students and instructors are advised to check the room allocation board in Cambridge House (34 AEC) weekly before each lesson, as room availability is subject to change due to other educational commitments.

## **FURTHER EDUCATION**

18. All members of the community can get advice and information from 34 AEC and Elmpt ALC on the following:
  - a. Further and higher education
  - b. Financial support for further study and vocational training
  - c. Preparation for returning to civilian life

Please contact the IERO clerks for more information on:

34 AEC (JHQ) Mil 72 4702

Elmpt ALC Mil 68 3366

## **OPEN UNIVERSITY**

19. 34 Army Education Centre is the local centre for the Open University in the Rhineland and the Low Countries. The centre has copies of the videotapes for Level 1 courses and the university's staff visit JHQ twice a year to tutor and advise students.
20. Applications for places on Open University courses are made directly to the University's West Midland Region. Students then pay UK - not continental - fees and can take their examinations at 34 AEC. Most of the courses run from February to October and the closing date for applications is the previous 1 October.
21. Open University students at SHAPE can take their examinations there but must arrange this with the university themselves.

## **DESPERATELY SEEKING TUTORS**

**In the following subjects**

ANY TYPE OF FITNESS  
SHORTHAND / TEELINE  
BASIC SEWING  
BASIC CAR MAINTENANCE  
SELF DEFENCE  
ITALIAN  
BOOK CLUB

**or**

**Do you have a hobby?**

**Are you willing to pass your skills on to others?**

If so, pop in for an informal chat to see if we can put your skills into practice.

**Contact:**  
PCDL MANAGER  
Tel: JHQ Mil 2360  
Civ: 02161 4722360



**34 ARMY  
EDUCATION CENTRE  
JHQ**

**SUMMER TERM 2010  
COURSE PROGRAMME**

PERSONAL & COMMUNITY DEVELOPMENT LEARNING  
DAYTIME AND EVENING  
COURSES



## **34 AEC ENROLMENT OPENING TIMES**

**Monday 19<sup>th</sup> April – Friday 30<sup>th</sup> April 2010**

Monday – Thursday: 0900 – 1600 hrs

Friday: 0900 – 1200 hrs

*Please note enrolment will only take place during enrolment week.  
Enrolment forms will not be processed after Friday 30<sup>th</sup> April 2010.*

***Please note:*** *Due to insurance policy demands, children under the age of 16 are not allowed to accompany parents whilst on a course. Any decisions regarding enrolment is at the discretion of the PCDL Co-ordinator.*

*Our apologies for any inconvenience.*

### **NOTE**

**Last enrolment date for all courses is  
1200 hrs on FRIDAY 30<sup>th</sup> APRIL 2010  
unless otherwise stated.**

Allocation of course places at both 34 AEC and Elmpt ALC will be on a  
**first-come first-serve basis**

Enrolment forms can be submitted along with the full course fees on your behalf

### **SUMMER 2010 TERM DATES**

<b>TERM STARTS</b>	<b>MONDAY 3<sup>rd</sup> MAY 2010</b>
<b>HALF TERM</b>	<b>MONDAY 31<sup>st</sup> MAY – FRIDAY 4<sup>th</sup> June 2010</b>
<b>TERM FINISHES</b>	<b>FRIDAY 16<sup>th</sup> JULY 2010</b>

### **NOTE**

**All courses will start week commencing  
MONDAY 3<sup>rd</sup> MAY 2010  
unless otherwise stated.**

## COURSES AT A GLANCE AT 34 AEC

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING</b>				
German Intensive - (Levels 1 – 5) <b>ESOL</b> - Lower Higher Fat Blast	German Intensive - (Levels 1 – 5) German Level 2 Fat Blasting Circuits - Outside <b>ESOL</b> - Conversation Yoga 1 Yoga 2 Yoga 3 Beyond Scrapbooking Jewellery Making	German Intensive - (Levels 1 – 5) German Level 1 Dutch Picture Framing 2 Fat Blast - Indoors Jewellery Making	German Intensive - (Levels 1 – 5) German Level 2 <b>ESOL</b> - Lower Higher Picture Framing 4 Fat Blasting Circuits - In & Out Art - Acrylics 1	German Intensive - (Levels 1 – 5) German Conversation Level 1 German Level 2
<b>EVENING</b>				
German Level 2 & 3 German Conv Group - Level 2 Wine Tasting Belly Dancing – Began 1 Singing Photoshop Keyboarding Skills	German Level 1 & 2 C & G Numeracy Belly Dancing - Began 2 Picture Framing 1 Project Management & Teamwork	German Levels 1 & 4 French Level 1 Dutch Belly Dancing – 3 Picture Framing 3 Patchwork & Quilting Digital Photography CLAIT 2006	C & G Literacy Art – Acrylics 2 Picture Framing Adv 5 GCSE German GCSE Accounting French Level 3 French Level 3 CLAIT Plus 2006 Human aura	<b>ALL OTHER COURSES</b> <b>City &amp; Guilds LV1 &amp; LV2</b> Page 14 <b>Defence Letter Writing</b> Page 15 <b>First Aid</b> Page 8

# RECREATIONAL COURSES

## FITNESS CLASSES

*Struggling to keep up with your children?*

*Struggling to find childcare?*

*Finding it difficult to make time for your workout?*

*Not sure where to start?*

*Do you need the support of others to get you motivated?*

*Take the first step to a fitter you and see your confidence and energy grow.*

## BLAST IT WITH & WITHOUT BUGGY

*An intense 30 minute session to get you into shape.*

*All levels welcome.*

*For safety reasons the children need to stay in the buggy throughout the whole fitness class, while mums are working out. There is NO extra childcare to look after the little ones. The child is your responsibility throughout class. Thank you for your understanding.*

**Course: Blast It**

**Course Code: R1**

**Day: Thursday Morning**

**Date: 6th May – 15th July 2010**

**Timings: 0945 – 1015 hrs**

**Cost: €10 – UK Military Free**

**Instructor: Mel Roberts**

**Room: TBC**

**What you need:** A bath towel for padding would be helpful & a bottle of water.

**Course: Blast It**

**Course Code: R2**

**Day: Thursday Morning**

**Date: 6th May – 15th July 2010**

**Timings: 1030 – 1100 hrs**

**Cost: €10 – UK Military Free**

**Instructor: Mel Roberts**

**Room: TBC**

**What you need:** A bath towel for padding would be helpful & a bottle of water.



## FAT BLASTING CIRCUIT TRAINING

*Believe it or not, but you DON'T need a gym to get fit. Find out how to get into shape in the comfort of your own home with these circuit training sessions; combining cardio, strength training and abs work to blast fat, increase your strength and tone. The combination of exercises will increase your heart rate, boost your energy and metabolism and keep your body burning fat long after you finish the workouts. The classes are NOT about competing with each other, but designed so each lady can work at her own level.*

### Ladies only – with & without buggy

*For safety reasons the children need to stay in the buggy throughout the whole fitness class, while mums are working out. There is NO extra childcare to look after the little ones. The child is your responsibility throughout class. Thank you for your understanding.*

**Course: Circuit**

**Course Code: R3**

**Day: Monday Morning**

**Date: 18th January – 29th March 2010**

**Timings: 0945 – 1045 hrs**

**Cost: €20 – UK Military Free**

**Instructor: Mel Roberts**

**Room: TBC**

**What you need:** A bath towel for padding would be helpful & a bottle of water.

**Course: Circuit**

**Course Code: R4**

**Day: Wednesday Morning**

**Date: 20th January – 31st March 2010**

**Timings: 0945 – 1045 hrs**

**Cost: €20 – UK Military Free**

**Instructor: Mel Roberts**

**Room: TBC**

**What you need:** A bath towel for padding would be helpful & a bottle of water.

*You need to be physically healthy to take part in the Fat Blasting classes. If you are unsure about any conditions please talk to your GP first before signing up. If you have any further questions please do not hesitate to contact me. Mel: 01520-4763557.*

*You can also write to:*

*Ladies\_FitnessCorner@hotmail.com*

*or visit me at: <http://www.studio-harmony.co.uk> & <http://fitnesscorner.wordpress.com>*

## **PATCHWORK AND QUILTING**

*This is a class for newcomers and experienced quilters alike. The beginners will learn the basics, either using their sewing machines or if preferred sewing everything by hand.*

*Interested?? Why not come along and find out.*

*The first evening will be spent planning the project and talking about the equipment you will need – no need to bring a sewing machine.*

**Course: PATCHWORK**

**Course Code: R5**

**Day: Wednesday Evening**

**Date: 5th May – 14th July 2010**

**Timings: 1900 - 2100 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Karin Clark**

**Room: Annexe Room 5 – Band Walk**

## **SING FOR YOUR SUPPER VOICE COACHING - INTERMEDIATE**

*Think you can't sing, then come along and let us prove you wrong.*

*This course will teach you how to use different voice techniques and learn how to sing in harmony - in a barbershop, band, for a possible audition or as an individual.*

*Using your charisma and newly acquired techniques this course will also teach you how to sing to an audience.*

**Course: SINGING**

**Course Code: R6**

**Day: Monday Evening**

**Date: 3rd May – 12th July 2010**

**Timings: 1900 - 2100 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Liesje Toatubun**

**Room: Cambridge House – Room 23**

## **JEWELLERY MAKING**

*This course is designed for those who wish to learn new simple but creative skills in jewellery making, enabling them to create their own individual designs.*

*An item list will be handed out during enrolment.*

**Course: JEWELLERY MAKING**

**Course Code: R7**

**Day: Tuesday Morning**

**Date: 4th May – 13th July 2010**

**Timings: 0930 – 1200 hrs**

**Cost: €50 UK Military Free**

**Instructor: Susie Askew**

**Room: Cambridge House**

**Course: JEWELLERY MAKING - INTERMEDIATE**

**Course Code: R8**

**Day: Wednesday Morning**

**Date: 5th May – 14th July 2010**

**Timings: 0930 - 1200 hrs**

**Cost: €50 UK Military Free**

**Instructor: Susie Askew**

**Room: Cambridge House**

## **BEYOND SCRAPBOOKING**

*Have you ever wanted to make a memory box or a small unusual photo album out of beer mats? This is the course to learn those skills and show you ways beyond simple scrapbooking! We will learn how to make a tag album, use a pencil case to be decorated and make use of your photographs and memorabilia. Interested? Then join Martina and have fun learning new skills. Even if you are an absolute beginner and would like to learn come along to find out more.*

*The materials are provided by the instructor at cost. Please sort out your photos and memorabilia to bring along to each session.*

**Course: BEYOND SCRAPBOOKING**

**Course Code: R9**

**Day: Tuesday Morning**

**Date: 4th May – 13th July 2010**

**Timings: 0930 - 1100 hrs**

**Cost: €30 – UK Military Free**

**Instructor: Martina Hercus**

**Room: Annexe Room 6 – Band Walk**

## **PICTURE FRAMING - BEGINNERS**

*This 8 week course is designed for complete beginners. By the end of the course you will be able to professionally frame your own pictures.*

*There will be an extra cost of €15 to cover the cost of all practice material which should be paid to the instructor on the first night of the course.*

*Please note: If you cannot attend the first evening we cannot accept your enrolment, due to health and safety reasons.*

**Course: PICTURE FRAMING - BEGS**

**Course Code: R10**

**Day: Tuesday Evening**

**Date: 4th May – 13th July 2010**

**Timings: 1800 - 2100 hrs**

**Cost: €60 – UK Military Free**

**Instructor: Don Cubbon**

**Room: Annexe Room 12 – Band Walk**

### **PICTURE FRAMING - BEGINNERS 1**

**Course:** PICTURE FRAMING 1

**Course Code:** R11

**Day:** Wednesday Afternoon

**Date:** 5th May – 14th July 2010

**Timings:** 1200 – 1500 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Steve Finney

**Room:** Annexe Room 12 – Band Walk

### **PICTURE FRAMING – MIXED**

**Course:** PICTURE FRAMING - MIXED

**Course Code:** R12

**Day:** Wednesday Evening

**Date:** 5th May – 14th July 2010

**Timings:** 1800 - 2100 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Steve Finney

**Room:** Annexe Room 12 – Band Walk

### **PICTURE FRAMING - ADVANCED**

**Course:** PICTURE FRAMING – ADVANCED

**Course Code:** R13

**Day:** Thursday Afternoon

**Date:** 6th May – 15th July 2010

**Timings:** 1200 - 1500 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Steve Finney

**Room:** Annexe Room 12 – Band Walk

### **PICTURE FRAMING – 3D ADVANCED**

*Students should first attend the basic course.*

*This is a continuation course for people that have some picture framing experience. It covers the Fine Art Trade Guild standards of framing and is a good guide to the requirements of the would be professional. Advice on equipment and setting up of a workshop is part of the course.*

**Course:** PICTURE FRAMING – 3D ADV

**Course Code:** R14

**Day:** Thursday Evening

**Date:** 6th May – 15th 2010

**Timings:** 1800 - 2100 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Steve Finney

**Room:** Annexe Room 12 – Band Walk

### **WINE TASTING & APPRECIATION – Advanced Part 3**

*This course continues the journey of discovery into the world of wine. During the 10 week term we will use the the knowledge of grape variations learned previously to explore the wines of different countries.*

*Each week wines will be selected from a different country or region.*

*There will be an extra cost of €50 for the cost of the wine which should be paid to the instructor on the first night of the course.*

**Course:** WINE TASTING - INT

**Course Code:** R15

**Day:** Monday Evening

**Date:** 3rd May – 12th July 2010

**Timings:** 1800 - 2100 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Simon Blyth

**Room:** Cambridge House - Coffee Bar



### **HUMAN AURA**

*This course introduces you to the nature and function of the human aura, its development and the energy centres that support our balance and well-being. Once you know and understand how mental energy flow is connected to the physical, emotional and mental balance it will become easier to find clarity and balance in your life.*

**Course:** HUMAN AURA

**Course Code:** R16

**Day:** Thursday Evening

**Date:** 6th May – 15th July 2010

**Timings:** 1830 - 2130 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Tim Edwards

**Room:** Cambridge House

**Course:** HUMAN AURA

**Course Code:** R17

**Day:** Monday Morning

**Date:** 3rd May – 12th July 2010

**Timings:** 0930 - 1130 hrs

**Cost:** €40 – UK Military Free

**Instructor:** Tim Edwards

**Room:** Cambridge House

## PAINTING WITH ACRYLICS AND OILS

*Oil painting has been a favourite of artists since its introduction during the Renaissance. With the introduction of acrylic paints the ease of producing your own work is simplified by using the new acrylic paints to start the painting and then finishing it off with the depth of colour that oils can give.*

*In the class we will use photo references and handouts to develop easy to follow projects which will develop into a collection of works to start your portfolio of paintings.*

*The course is suitable for beginners and developers and will start with the basics but will move quickly into guided practices. A selection of materials and tools will be available from the tutor for a small charge.*

### **Course: ACRYLICS 1**

**Course Code:** R18

**Day:** Thursday Afternoon

**Date:** 6th May – 15th July 2010

**Timings:** 1200 - 1500 hrs

**Cost:** €60 – UK Military Free

**Instructor:** Chris Morrell

**Room:** Annexe Room 14 – Band Walk

**What you will need to bring:** A4 Sketchpad, note pad, pen and pencil.

*Additional materials can be purchased from the instructor at a minimal cost.*

### **Course: ACRYLICS 2**

**Course Code:** R19

**Day:** Thursday Evening

**Date:** 6th May – 15th July 2010

**Timings:** 1800 - 2100 hrs

**Cost:** €60 - UK Military Free

**Instructor:** Chris Morrell

**Room:** Annexe Room 14 – Band Walk

**What you will need to bring:** A4 Sketchpad, note pad, pen and pencil.

*Additional materials can be purchased from the instructor at a minimal cost.*



## YOGA FOR BEGINNERS

*The course is an introduction to Hatha Yoga for the **complete beginner**. In my classes everyone can practise yoga.*

*The way you can hold a posture will not only be your starting point but your perfect pose for that moment.*

*We will learn the basic breathing techniques as well as the traditional postures of Hatha Yoga. It is most important that we learn to feel our body and listen to it. Meditation and deep relaxation will open a new awareness of yourself and help you to discover calmness and peace within.*

*Feel free to contact me for further details: Joachim  
Tel: 0162-4401387 or 02166 131233 or visit my website [www.yoga-und-meditation.com](http://www.yoga-und-meditation.com)*

### **Course: YOGA -BEGINNERS**

**Course Code:** R20

**Day:** Tuesday Morning

**Date:** 4th May – 13th July 2010

**Timings:** 1030 - 1200 hrs

**Cost:** €30 - UK Military Free

**Instructor:** Joachim Pfahl

**Room:** Cambridge House - Room 14

## YOGA WITH SOME EXPERIENCE

*This course is to deepen and extend your knowledge and experience of Hatha Yoga beginning at the intermediate level. There is always a range of individual physical conditions in any class. To see what you can do and how, we will find a personal way for you regarding how you might do a posture or learn to understand the meaning of it. Meditation and techniques of deep relaxation will extend the perception of yourself and carry you beyond an always worried and busy mind.*

*Feel free to contact me for further details: Joachim  
Tel: 0162-4401387 or 02166 131233 or visit my website [www.yoga-und-meditation.com](http://www.yoga-und-meditation.com)*

### **Course: YOGA - MIXED**

**Course Code:** R21

**Day:** Tuesday Lunchtime

**Date:** 4th May – 13th July 2010

**Timings:** 1215 - 1315 hrs

**Cost:** €20 - UK Military Free

**Instructor:** Joachim Pfahl

**Room:** Cambridge House Room 14

### **Course: YOGA - INTERMEDIATE**

**Course Code:** R22

**Day:** Tuesday Afternoon

**Date:** 4th May – 13th July 2010

**Timings:** 1330 - 1500 hrs

**Cost:** €30 - UK Military Free

**Instructor:** Joachim Pfahl

**Room:** Cambridge House - Room 14



## **BELLY DANCING - BEGINNERS**

*It sounds mysterious, exciting and erotic, doesn't it? You have always wanted to do it!*

*Here is your opportunity. You (whatever your age, shape or weight) can learn this ancient dance form. Participate and get fit in one of the most feminine of ways. Be transported by exciting earthy music to achieve self confidence, good deportment, a toned up figure and most of all have fun!*

**Course: BELLY DANCING – BEGS 1**

**Course Code: R23**

**Day: Monday Evening**

**Date: 3rd May – 12th July 2010**

**Timings: 1930 - 2100hrs**

**Cost: €30 – UK Military Free**

**Instructor: Tricia Roberts**

**Room: Cambridge House - Room 14**

## **BELLY DANCING - INTERMEDIATE**

*A course designed to enhance and develop the techniques learned in the beginners' class.*

*The students on this course will work on a new artistic choreography using veils. Students enrolling should have completed the beginners' course.*

**Course: BELLY DANCING – INT 3**

**Course Code: R24**

**Day: Wednesday Evening**

**Date: 5th May – 14th July 2010**

**Timings: 1730 - 1900 hrs**

**Cost: €30 – UK Military Free**

**Instructor: Tricia Roberts**

**Room: Cambridge House - Room 14**



### **WHAT YOU WILL NEED TO BRING TO BELLY DANCING CLASSES**

- Leotard or leggings & a top, or similar.
- A 'jingly' hip scarf if possible.
- Light gymnastic/ballet shoes or preferably bare feet.

## **PHOTOSHOP**

*This course will take you through hands-on Photoshop techniques covering key aspects of manipulation and digital workflow.*

*The manipulation element will concentrate on layering, cropping, curves, levels, colour correction, changing from colour to monochrome, selections, burning and dodging, adjusting layers, layer masks, use of filters with layers and sharpening.*

*The digital workflow will demonstrate re-sizing images, resolution, saving files in various formats and flattening images for printing.*

*By the end of the course you should be able to understand file resolutions when displaying images on the monitor and when printing, how to re-size an image for a specific purpose and how to produce a variety of imaginative, artistic images from an original digital photograph.*

**Course: PHOTOSHOP**

**Course Code: R25**

**Day: Monday Evening**

**Date: 3rd May – 12th July 2010**

**Timings: 1900 – 2100 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Simon Butcher**

**Room: Cambridge House – Room 6**



## **DIGITAL PHOTOGRAPHY**

*A short course that starts with the basic photographic principles, how to use your camera and what all those nasty buttons are for.*

*The course covers **Adobe Photoshop CS**, manipulation, layers, restoration, printing and many more aspects of digital photography. At the end of the course each student will have created their own personal montage. It is advisable that students have some IT experience but help will be provided where needed.*

**Course: DIGITAL PHOTOGRAPHY**

**Course Code: R26**

**Day: Wednesday Evening**

**Date: 5th May – 14th July 2010**

**Timings: 1900 - 2100 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Simon Butcher**

**Room: Cambridge House – Room 6**

**What you will need:** Digital camera, pencil and notebook

# CITY & GUILDS - QUALIFICATIONS

## **CITY AND GUILDS ADULT NUMERACY CERTIFICATE LEVEL 1**

*Would you like to improve your number skills and need a qualification to prove it? Now you can with a certificate in Adult Numeracy Level 1, a nationally recognised qualification. To do this we have developed a six week preparation course to help you build your confidence and develop your number skills prior to taking the certificate.*

*This course is designed for those with no formal maths qualifications and for those who would like to "brush up" their maths skills and achieve a recognised award.*

**Course: LEVEL 1 NUM**

**Course Code: CG1**

**Day: Tuesday Evening (6 weeks)**

**Date: 4th May – 15th June 2010**

**Time: 1800 – 1930 hrs**

**Cost: FREE**

**Instructor: Liz Scott-Morton**

**Room: Cambridge House - Room 13**

## **CITY AND GUILDS ADULT LITERACY CERTIFICATE LEVEL 1**

*Would you like to improve your English skills and need a qualification to prove it? Now you can with a certificate in Adult Literacy Level 1, a nationally recognised qualification. To do this we have developed a six week preparation course to help you build your confidence and develop your English skills prior to taking the certificate.*

*This course is designed for those with no formal English qualifications and for those who would like to "brush up" their English skills and achieve a recognised award. This certificate is required for JNCO CLM Part 2.*

**Course: LEVEL 1 LIT**

**Course Code: CG2**

**Day: Thursday Evening (6 weeks)**

**Date: 6th May – 17th June 2010**

**Time: 1800 – 1930 hrs**

**Cost: FREE**

**Instructor: Liz Scott-Morton**

**Room: Cambridge House - Room 13**

## **LITERACY & NUMERACY COURSES LEVELS 1 & 2 WEEK COURSES**

**PLEASE APPLY DIRECTLY TO  
BS DEVELOPMENT MANAGER**

**FOR MORE INFORMATION OF WHEN  
THESE COURSES WILL BE RUN, CALL**

**Elmpt ALC Tel: 68 2688      34 AEC Tel: 72 2066**

**Email: [bs2@elmptalc.detsa.co.uk](mailto:bs2@elmptalc.detsa.co.uk)**



# VOCATIONAL COURSES

## DEFENCE WRITING

34/43 AECs are offering courses in service letter writing.

*These courses are beneficial to those who work or are seeking work within a military environment and are completely free. The classes will be run as demand requires and dates will be arranged with the students who have enrolled.*

**Course: DEFENCE WRITING 1**

**Course Code: V1**

**Date: TBC**

**Timings: 0900 - 1230 hrs**

**Cost: Free**

**Instructor: Capt Barker**

## FIRST AID IN THE WORKPLACE

*This is a generic first aid course following syllabus of the First Aid at Work (FAW) course and students completing the course will develop the knowledge and confidence to deal with a first aid emergency.*

*The course is suitable for those who wish to develop valuable lifesaving skills. Numerous skills are taught and practised on the course, including treatment of an unconscious casualty, how to treat someone having a heart attack as well as resuscitation.*

*This course is not recognised by HSE*

**Course: FATW**

**Day: Monday - Thursday**

**Date: TBC**

**Timings: 0900 - 1600 hrs**

**Cost: €48 - UK Military Free**

**Exam Cost: €60**

**(All personnel including UK Military are to pay for exam on day of course in euros to instructor).**

**Instructor: St Johns Ambulance**

**Room: Cambridge House - Room 21**

**Last date of enrolment: 15 Sept 09**

## PAEDIATRIC 1ST AID - 1 DAY COURSE

*This course aims to provide the core skills required to provide emergency medical care to children.*

**Course: Paediatric 1st Aid**

**Day: TBC**

**Date: TBC**

**Timings: 0900 - 1600 hrs**

**Cost: €12 – UK Military Free**

**Exam Cost: TBC**

**All personnel including UK Military are to pay for exam on day of course in euros to instructor.**

**Instructor: St Johns Ambulance**

**Room: Cambridge House - Room TBC**

**Last date of enrolment: 05 Oct 09**

## SPORTS INJURIES FIRST AID COURSE

*Being an active participant in sport can improve an individual's health, enhance their quality of life and raise self-esteem, as well as reinforce friendships and links with the community.*

*Unfortunately, all sport carries with it a risk of injury but this risk can be minimised with proper training and by taking preventative action. This should include First Aid to enable participants to deal confidently and correctly with any situation that arises. A few simple steps can help to ensure that involvement in sport (whether organised or casual) continues to be of benefit to all.*

*Course content:*

- Asthma.
- Bone, muscle and joint injuries.
- Casualty movement.
- Primary survey.
- Role of first aider
- Sprains and strains.
- Unconscious casualty.
- Head injury.
- Heat and cold extremes.
- Communication and casualty care.



**Course: SPORTS FA**

**Day: TBC**

**Date: TBC**

**Timings: 0900 - 1600 hrs**

**Cost: €12 – UK Military Free**

**Exam Cost: €40**

**All personnel including UK Military are to pay for exam on day of course in euros to instructor.**

**Instructor: St Johns Ambulance**

**Room: Cambridge House - Room TBC**

**Last date of enrolment: 06 Oct 09**

All St Johns Ambulance courses are organised independently of the AEC.  
For more information contact Dave Human -  
[Dave.human@sja.org.uk](mailto:Dave.human@sja.org.uk)

# GERMAN COURSES

## **CONVERSATIONAL GERMAN LEVEL 1**

*Conversational German Level 1 courses are designed for the complete beginner. You will learn about how to shop, eat out, book a hotel room, numbers, colours and many other interesting subjects. The emphasis will be on conversational German based on a core textbook; 'Lets Talk German', ISBN 0-340-56627-2 which students will need to purchase before the course begins.*

### **Course: CONV GERMAN LEVEL 1**

**Course Code:** G1

**Day:** Tuesday Evening

**Date:** 4th May – 13th July 2010

**Timings:** 1730 - 1900 hrs

**Cost:** €30 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

### **Course: CONV GERMAN LEVEL 1**

**Course Code:** G2

**Day:** Wednesday Morning

**Date:** 5th May – 14th July 2010

**Timings:** 1050 - 1150 hrs

**Cost:** €20 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

### **Course: CONV GERMAN LEVEL 1**

**Course Code:** G3

**Day:** Wednesday Evening

**Date:** 5th May – 14th July 2010

**Timings:** 1915 - 2045 hrs

**Cost:** €30 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

### **Course: CONV GERMAN LEVEL 1**

**Course Code:** G4

**Day:** Friday Morning

**Date:** 7th May – 16th July 2010

**Timings:** 0930 - 1100hrs

**Cost:** €30 – UK Military Free

**Instructor:** Martina Hercus

**Room:** Annexe Room 6 – Band Walk

## **CONVERSATIONAL GERMAN LEVEL 2**

*Conversational German Level 2 continues from Conversational German Level 1. Students will build on what they have learnt in Conversational German Level 1 and situations in everyday life. Students must have a good grasp of basic German and will*

*need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

### **Course: CONV GERMAN LEVEL 2**

**Course Code:** G5

**Day:** Monday Evening

**Date:** 3rd May – 12th July 2010

**Timings:** 1730 - 1900 hrs

**Cost:** €30 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

### **Course: CONV GERMAN LEVEL 2**

**Course Code:** G6

**Day:** Tuesday Morning

**Date:** 4th May – 13th July 2010

**Timings:** 1050 - 1150 hrs

**Cost:** €20 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

### **Course: CONV GERMAN LEVEL 2**

**Course Code:** G7

**Day:** Tuesday Evening

**Date:** 4th May – 13th July 2010

**Timings:** 1915 - 2045 hrs

**Cost:** €30 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

## **CONVERSATIONAL GERMAN LEVEL 3**

*This course follows on from Conversational German Level 2. Students must have a good grasp of basic German. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

### **Course: CONV GERMAN LEVEL 3**

**Course Code:** G8

**Day:** Monday Evening

**Date:** 3rd May – 12th July 2010

**Timings:** 1915 - 2045 hrs

**Cost:** €30 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

### **Course: CONV GERMAN LEVEL 3**

**Course Code:** G9

**Day:** Thursday Morning

**Date:** 6th May – 15th July 2010

**Timings:** 1050 - 1150 hrs

**Cost:** €20 – UK Military Free

**Instructor:** Frau Coogan

**Room:** Cambridge House - Room 19

## CONVERSATIONAL GERMAN LEVEL 4

*This course follows on from Conversational German Level 3. Students must have a good grasp of German. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

**Course:** CONV GERMAN LEVEL 4  
**Course Code:** G10  
**Day:** Wednesday Evening  
**Date:** 05th May – 14th July 2010  
**Timings:** 1730 - 1900 hrs  
**Cost:** €30 – UK Military Free  
**Instructor:** Frau Coogan  
**Room:** Cambridge House - Room 19



**Do you want to learn German in a relaxed informal manner? then the following course is for you. (No book required).**

*This course is designed for conversation German. It deals with topical, seasonal and everyday 'life' situations. Students must have a good grasp of basic German to attend this course.*

**Course:** GERMAN – LEVEL 1  
**Course Code:** G11  
**Day:** Friday Morning  
**Date:** 7th May – 16th July 2010  
**Timings:** 0930 – 1100 hrs  
**Cost:** €30 – UK Military Free  
**Instructor:** Martina Hercus  
**Room:** Annexe Room 6 – Band Walk

**Course:** GERMAN – LEVEL 2  
**Course Code:** G12  
**Day:** Monday Evening  
**Date:** 3rd May – 12th July 2010  
**Timings:** 1830 - 2000 hrs  
**Cost:** €30 – UK Military Free  
**Instructor:** Martina Hercus  
**Room:** Annexe Room 6 – Band Walk

## 2 WEEK INTENSIVE COURSES

### CONVERSATIONAL GERMAN INTENSIVE I

*This 2 week intensive course is designed for the complete novice in the German language. The emphasis is on listening, understanding and speaking German in everyday situations. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

**Course:** CONVERSATIONAL GERMAN INTENSIVE LEVEL I  
**Course Code:** G13  
**Day:** Mon – Fri Mornings (2 weeks)  
**Date:** 03rd May – 14th May 2010  
**Timings:** 0915 – 1045 hrs  
**Cost:** €30 – UK Military Free  
**Instructor:** Frau Coogan  
**Room:** Cambridge House - Room 19

### CONVERSATIONAL GERMAN INTENSIVE 2

*This 2 week intensive course is designed as a follow on to the Conversational German Intensive I course. Students must have an understanding of basic German. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins.*

**Course:** CONVERSATIONAL GERMAN INTENSIVE LEVEL 2  
**Course Code:** G14  
**Day:** Mon – Fri Mornings (2 weeks)  
**Date:** 17th May – 28th May 2010  
**Timings:** 0915 - 1045 hrs  
**Cost:** €30 – UK Military Free  
**Instructor:** Frau Coogan  
**Room:** Cambridge House - Room 19  
**Last enrolment date:** 14th May 2010

### CONVERSATIONAL GERMAN INTENSIVE 3

*This 2 week intensive course is designed for those with a good grasp of spoken German and who wish to improve their fluency. Students should have completed the Conversational German Intensive 2 course or an equivalent. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

**Course:** CONVERSATIONAL GERMAN INTENSIVE LEVEL 3  
**Course Code:** G15  
**Day:** Mon - Fri Mornings (2 weeks)  
**Date:** 7th June – 18th June 2010  
**Timings:** 0915 - 1045 hrs  
**Cost:** €30 – UK Military Free  
**Room:** Cambridge House - Room 19  
**Instructor:** Frau Coogan  
**Last enrolment date:** 4th June 2010

#### **CONVERSATIONAL GERMAN INTENSIVE 4**

*This is a 2 week advanced course and it is recommended that students have first completed the Conversational German Intensive 3 course before attempting this course. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

**Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL 4**

**Course Code: G16**

**Day: Mon - Fri Mornings (2 weeks)**

**Date: 21st June – 2nd July 2010**

**Timings: 0915 - 1045 hrs**

**Cost: €30 – UK Military Free**

**Instructor: Frau Coogan**

**Room: Cambridge House - Room 19**

**Last enrolment date: 18th June 2010**

#### **CONVERSATIONAL GERMAN INTENSIVE 5**

*This is a 2 week advanced course and it is recommended that students have first completed the Conversational German Intensive 4 course before attempting this course. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins*

**Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL 5**

**Course Code: G17**

**Day: Mon - Fri Mornings (2 weeks)**

**Date: 5th July – 16th July 2010**

**Timings: 0915 - 1045 hrs**

**Cost: €30 – UK Military Free**

**Instructor: Frau Coogan**

**Room: Cambridge House - Room 19**

**Last enrolment date: 2nd July 2010**

## **OTHER LANGUAGE COURSES**

#### **DUTCH**

*This course is designed for those who wish to gain a basic understanding of the Dutch language.*

**Course: DUTCH FOR BEGINNERS**

**Course Code: LG1**

**Day: Wednesday Morning**

**Date: 5th May – 14th July 2010**

**Timings: 0930 – 1130 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Yvonne Mevr Van Der Ree**

**Room: TBC**

or

**Course: DUTCH FOR BEGINNERS**

**Course Code: LG2**

**Day: Wednesday Evening**

**Date: 5th May – 14th July 2010**

**Timings: 1830 - 2030 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Yvonne Mevr Van Der Ree**

**Room: Cambridge House – Room 22**



# ENGLISH AS A FOREIGN LANGUAGE

## ESOL COURSES – NON-NATIVE ENGLISH SPEAKERS

### ENGLISH AS A FOREIGN LANGUAGE – LOWER 2

*This course continues from English as a Foreign language (Lower 1). We will continue to use the same course book. Students will build on what they have learnt in the first course and should know some Elementary English.*

**Course:** ESOL – LOWER

**Course Code:** ESOL1

**Day:** Monday & Thursday Morning

**Date:** 3rd May – 15th July 2010

**Timings:** 0930 – 1100 hrs

**Cost:** €60

**Instructor:** Martina Hercus

**Room:** Annexe Room 5 – Band Walk

### ENGLISH AS A FOREIGN LANGUAGE – CONVERSATION

*This course is for students studying the 'ESOL – Lower' course. It aims to improve the students' spoken English and give them the confidence to use the language in everyday situations.*

**Course:** ESOL – CONVERSATION

**Course Code:** ESOL3

**Day:** Tuesday

**Date:** 4th May – 13th July 2010

**Timings:** 0930 – 1100 hrs

**Cost:** €60

**Instructor:** Deborah Thomas

**Room:** Annexe Room 5 – Band Walk

### ENGLISH AS A FOREIGN LANGUAGE - HIGHER 2

*This course continues from the autumn term. Students will build on what they have learnt so far.*

*Newcomers are also very welcome but should know some elementary English.*

**Course:** ESOL - HIGHER

**Course Code:** ESOL2

**Day:** Monday & Thursday Morning

**Date:** 3rd May – 15th 2010

**Timings:** 0930 – 1100 hrs

**Cost:** €60

**Instructor:** Karin Clark

**Room:** Annexe Room 4 – Band Walk

### ENGLISH AS A FOREIGN LANGUAGE – CONVERSATION

*This course is for students studying the 'ESOL –Higher' course. It aims to improve the students' spoken English and give them the confidence to use the language in everyday situations.*

**Course:** ESOL – CONVERSATION

**Course Code:** ESOL4

**Day:** Wednesday

**Date:** 5th May – 14th July 2010

**Timings:** 0930 – 1100 hrs

**Cost:** €60

**Instructor:** Deborah Thomas

**Room:** Annexe Room 5 – Band Walk



# COMPUTER COURSES

## KEYBOARDING SKILLS

*No previous knowledge required.*

*Come along and learn how to use a computer keyboard efficiently using all fingers and thumbs. In 6 weeks you will be able to touch type.*

**Course: KEYBOARD**

**Course Code: C1**

**Day: Monday Evening (6 week course)**

**Date: 3rd May – 14th June 2010**

**Timings: 1830 - 2030 hrs**

**Cost: €24 – UK Military Free**

**Instructor: Carol Richards**

**Room: Cambridge House - Room 10**

## CLAIT 2006

*CLAIT is not an entry level IT course. It is designed to provide experience in a range of software applications for those who have already mastered basic IT skills.*

**Qualification is possible at 2 levels:**

**CORE UNIT + 2 MODULES = CERTIFICATE**

**CORE UNIT + 4 MODULES = DIPLOMA**

**The modules available are:**

1. Core Unit - File Management & Document Production
2. Creating Spreadsheets & Graphs
3. Database Manipulation
4. Publication Creation
5. Presentations

*Examination costs £12.20 for each unit submitted.*

*UK cheques or postal orders should be made payable made to SCEB.*

**Course: CLAIT**

**Course Code: C2**

**Day: Wednesday Evening**

**Date: 5th May – 14th July 2010**

**Timings: 1800 - 2100 hrs**

**Cost: €60 – UK Military Free**

**Instructor: Carol Richards**

**Room: Cambridge House - Room 10**

## CLAIT PLUS 2006

*CLAIT PLUS 2006 it is not for beginners, students need to have experience of at least CLAIT and be a competent IT user. CLAIT Plus 2006 is designed to accredit a broad range of IT skills that will prepare the learner for the IT based workplace.*

**Qualification is possible at 2 levels:**

**CORE UNIT + 2 MODULES = CERTIFICATE**

**CORE UNIT + 4 MODULES = DIPLOMA**

**The modules available are:**

1. Core Unit - File Management & Document Production
2. Manipulating Spreadsheets & Graphs
3. Creating a Database
4. Design a Presentation
5. Publication Design

*The course will cover units 1 - 5.*

*Each unit submitted for examination costs £16.60. UK cheques or postal orders are made payable made to SCEB.*

**Course: CLAIT PLUS**

**Course Code: C3**

**Day: Thursday Evening**

**Date: 6th May – 15th July 2010**

**Timings: 1800 - 2100 hrs**

**Cost: €60 – UK Military Free**

**Instructor: Carol Richards**

**Room: Cambridge House - Room 10**

## CLAIT - 5 Day Course

*Are you getting a recognised qualification from your annual 5 day training allowance? Does your 5 days educational leave go unused? Would you like to work towards a nationally recognised IT qualification?*

*This could be the course for you.*

*This course covers a minimum of 3 units to achieve a certificate or possibly 5 units to gain a Diploma.*

**Course: CLAIT – 5 Day Course**

**Course Code: C4**

**Day: Wednesday**

**Date: 5th May – 9th June 2010**

**Timings: 0900 - 1600 hrs**

**Cost: €60 – UK Military Free**

**Instructor: Carol Richards**

**Room: Cambridge House - Room 10**

**Course: CLAIT PLUS – 5 Day Course**

**Course Code: C5**

**Day: Wednesday**

**Date: 16th June – 14th July 2010**

**Timings: 0900 - 1600 hrs**

**Cost: €60 – UK Military Free**

**Instructor: Carol Richards**

**Room: Cambridge House - Room 10**

# **GENERAL OFFICE OPENING TIMES**

**MON - THU 0830 Hrs - 1630 Hrs**

**FRI 0830 Hrs - 1430 Hrs**

## **34 AEC TELEPHONE LIST**

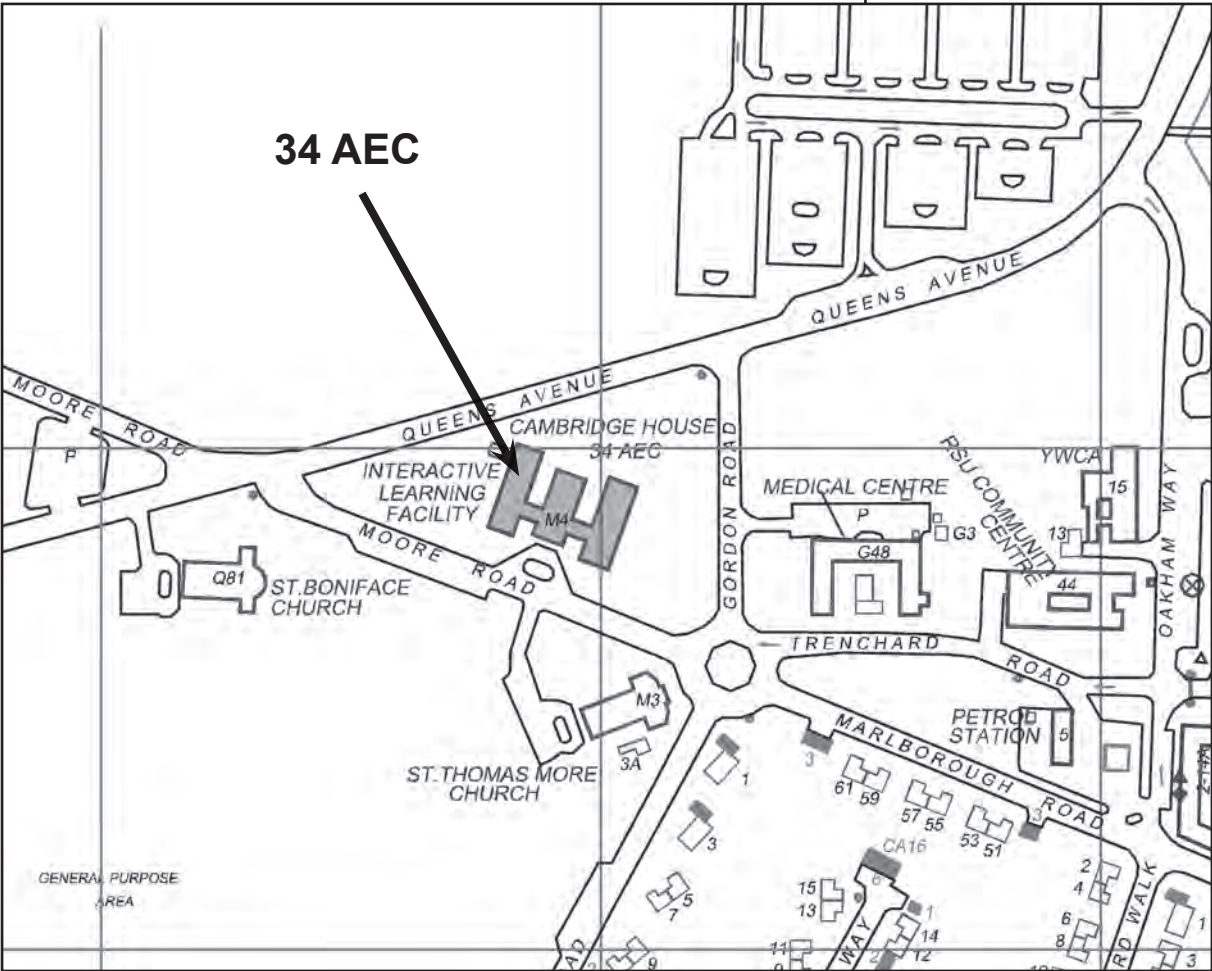
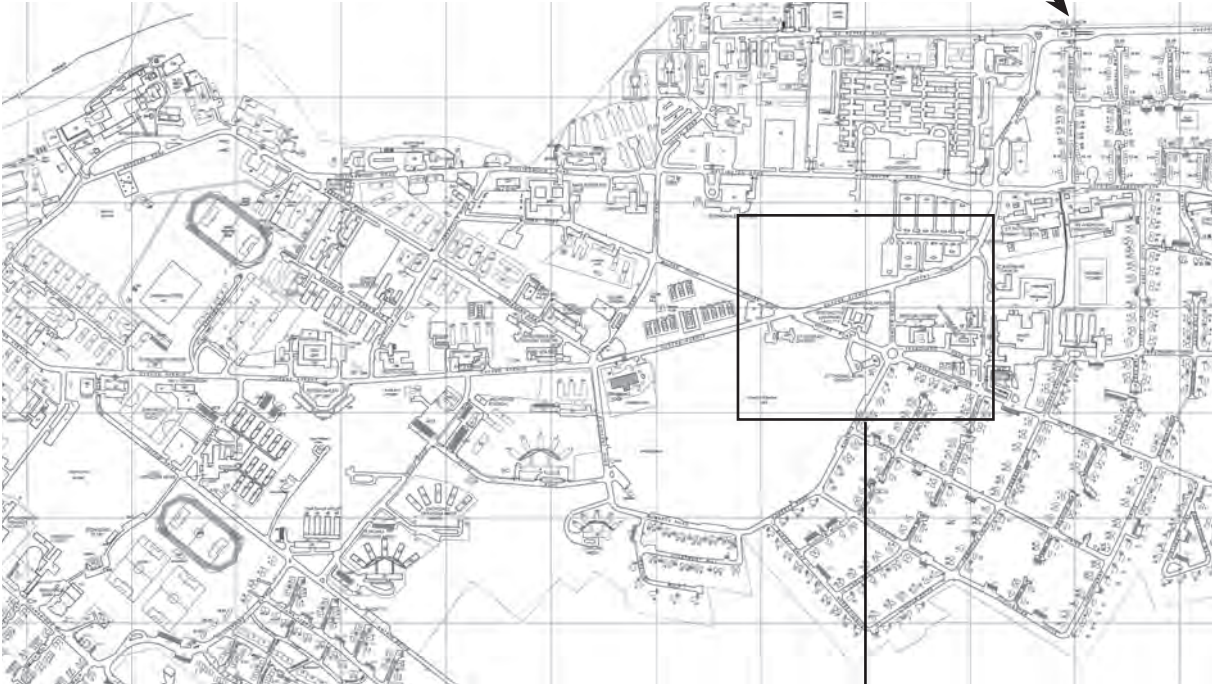
<b>NAME</b>	<b>TELEPHONE NUMBERS</b>	<b>TITLE</b>
Major Sutcliffe	3240	OC
Capt Barker	3279	2IC
Capt Payne	4150	LDO
Lt Howes	4150	LDO
John Johnston	3339	IERO
Cheryl Scott	4701	CENTRE MANAGER
	2360	PCDL MANAGER
Karen Clark	4702	IERO CLERK
Garreth Gilbert	4586	EXAMS CLERK
Liz Scott-Morton	2066	BASIC SKILLS TUTOR
Sharon Thresh	2066	BASIC SKILL CLERK
Lavonne Thaggard	3303	ADMIN/RESOURCES CLERK
Tracey Castledine	3084	ALC MANAGER
Verena Spinks	3090	DELC
34 AEC Fax	4029	

34 AEC e-mail: [itppd@34aec.detsa.co.uk](mailto:itppd@34aec.detsa.co.uk)

Elmpt ALC e-mail: [chclk@elmptalc.detsa.co.uk](mailto:chclk@elmptalc.detsa.co.uk)

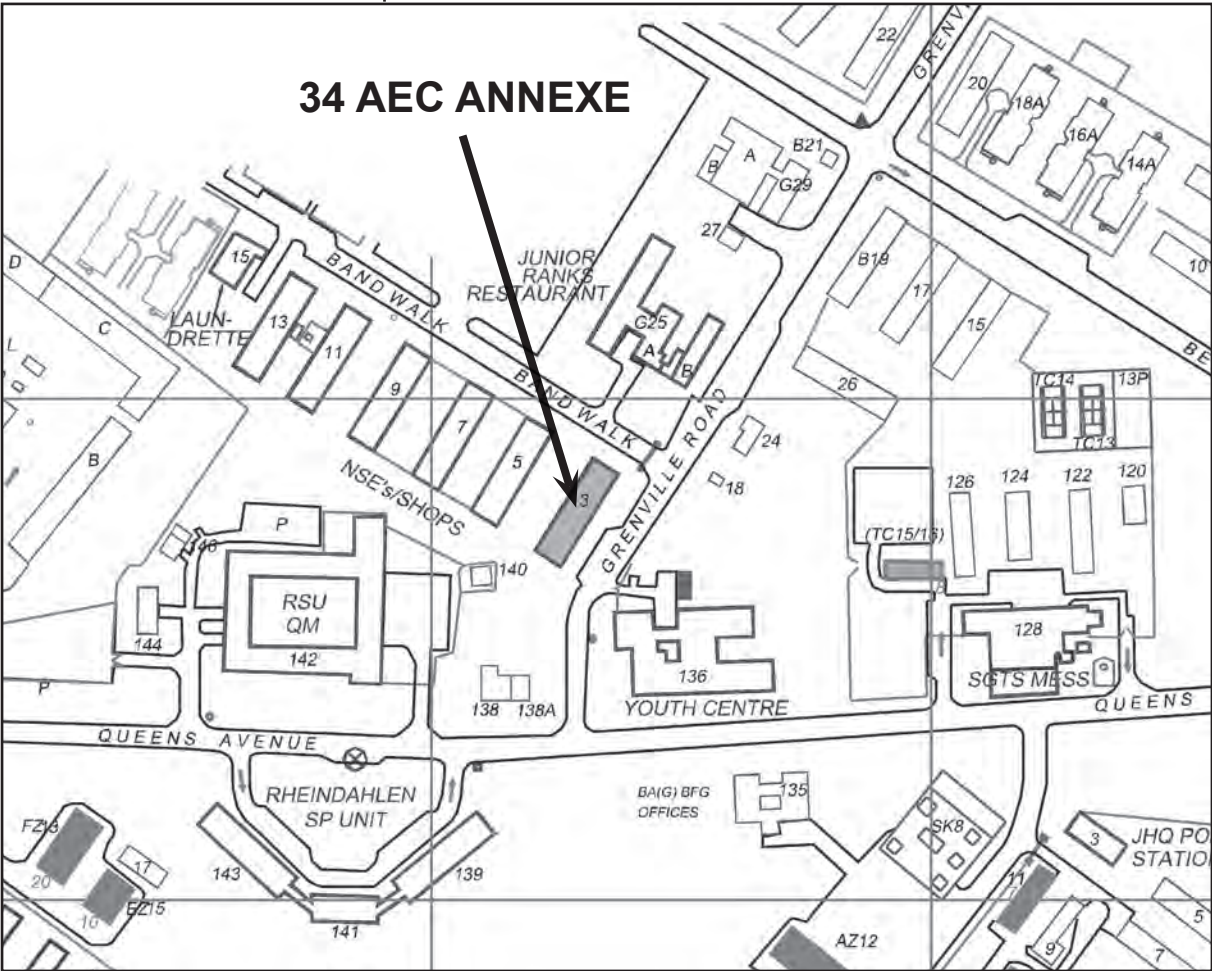
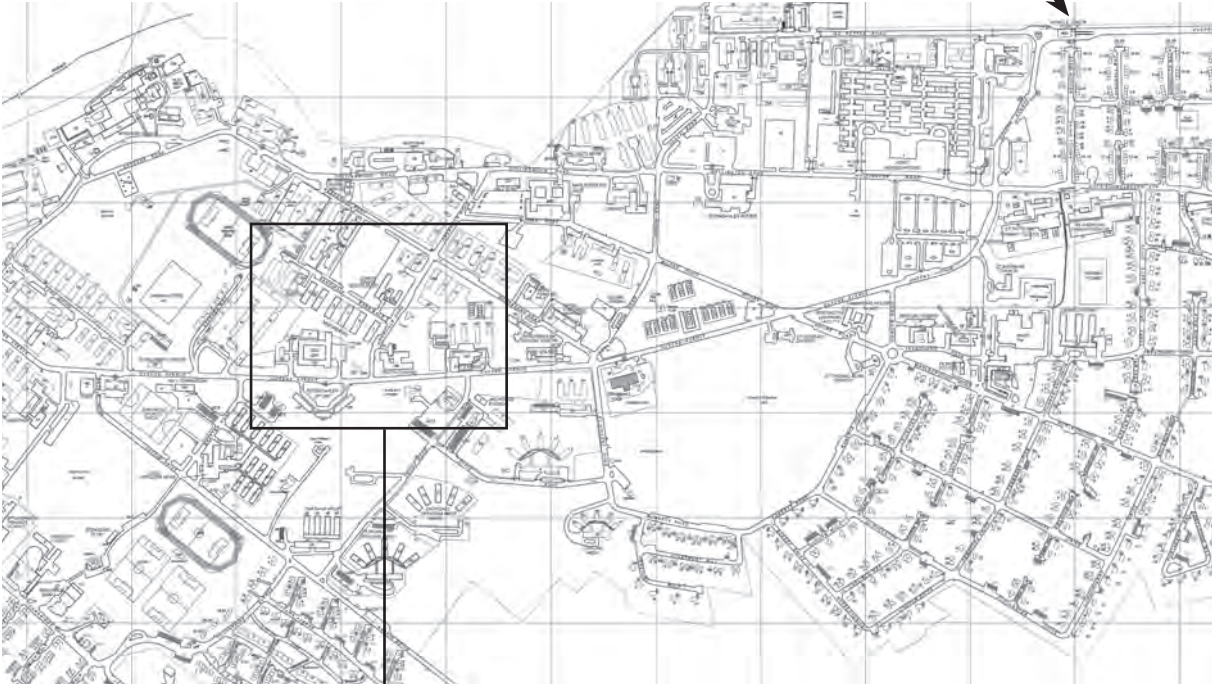
# MAP OF 34 AEC ON JHQ

Main Entrance to JHQ



**MAP OF 34 AEC ANNEXE ON JHQ  
(3 BAND WALK)**

Main Entrance to JHQ



## **JHQ Army Learning Centre**

34 Army Education Centre  
Cambridge House  
JHQ  
BFPO 40

### ***The Army and Learndirect -***

*working together to make it easier to help you learn at a time and pace that suits you.*

**Working with the Army - Learndirect is a new approach to learning which lets you learn where you choose - you call the shots. And what's more, it is for all military personnel, their dependants, and UK based civilian staff.**

Whatever your reason for learning, whether you'd like to improve your existing skills, develop new ones or simply get to grips with computers for work or leisure, we can help. We have online courses for everyone from beginner to expert. You can learn at your Army Learning Centre, at home, at work - in fact anywhere there's a computer and Internet access - right around the globe.

We deliver all our courses through the Internet, workbooks and CD-ROMs, so you're free to learn where and when you want - at your own speed. Because we've divided our learning into bite-sized chunks, you can do as much or as little as you like at any time, picking up where you left off. Some chunks take just 15 minutes to complete and, if you get stuck, there's always help at hand.

The Army Learning Centre is an accredited test centre for the European Computer Driving Licence (ECDL) and City & Guilds Adult Literacy and Numeracy qualifications. Exams for both can be taken here.

**For further information please call into 34 AEC or contact:-**

JHQ ALC Manager  
Telephone: Military 72 Ext. 3084  
or  
Civilian 02161 4723084  
E-Mail: [Rheindahlen@alc.detsa.co.uk](mailto:Rheindahlen@alc.detsa.co.uk)

**STAFF ARE AVAILABLE TO HELP WITH YOUR ENQUIRIES  
DURING THE FOLLOWING HOURS**

Monday	0830 – 1630 hrs
Tuesday	0830 – 1630 hrs
Wednesday	0830 – 1630 hrs
Thursday	0830 – 1630 hrs
Friday	0830 – 1400 hrs



A 'drop-in', DELC is a permanent electronic learning centre with contractor provided Facility Managers. It offers over 400 online courses covering business and management training, IT training (including ECDL assessment and accreditation) and languages. The DELC service includes internet access along with printer and fax support. The learner can book a course online at any 'drop in' DELC or by contacting the DELC Facility Manager.

In order to support all MOD learners that cannot attend a DELC courses can be booked and then undertaken by borrowing a laptop, with the courseware pre-loaded. Upon return the results are uploaded to the DELC service LMS (Learning Management System).

All courses are free to military personnel. Over 300 courses can be accessed at home via the DELC website [www.delc.co.uk](http://www.delc.co.uk). You can also access some courses via the Defence Learning Portal (DLP) in the office (if available).

If you would like to enrol on a course or would like more information please contact:

**Verena**  
**on**  
**JHQ Mil ext 72 3090 or Civil 02161 472 3090**  
**or**  
**call in at the centre**

**Opening hours**

**Tue – Thur 0900 - 1700 hrs**



# APPLICATION TO ATTEND A COURSE AT 34 ARMY EDUCATION CENTRE - JHQ

## 1. NOMINATION

<b>TITLE/RANK/GRADE:</b>								
<b>SURNAME:</b>								
<b>FORENAMES:</b>								
<b>MIL/UKBC - UNIT ADDRESS</b>					<b>DEPS - HOME ADDRESS</b>			
<b>DEPS - SPOUSE'S UNIT ADDRESS</b>								
<b>CONTACT TEL. Nos:</b>	<b>WORK</b>	<b>HOME</b>			<b>MOBILE</b>			
<b>EMAIL ADDRESS:</b>								
<b>COURSE REQUIRED:</b>								
<b>CODE:</b>								
<b>DATE:</b>								
<b>COST:</b>								
<b>PLEASE TICK:</b>	UK MIL		FRGN MIL		UKBC		OTHER	
	UK MIL DEP		FRGN MIL DEP		UKBC DEP			

Please cut or tear along dotted line

2. **COURSE REQUIRED.** Please specify course required. Under the Standard Learning Credits Scheme military personnel can claim back up to 80% of the costs of the course/exam fees to a maximum of £175 per year.
3. **COURSE/EXAM FEES. COURSE AND EXAM FEES ARE TO BE PAID WHEN APPLYING FOR A COURSE.**

I understand that fees are only refundable at the discretion of OC 34 AEC.  
I certify that the above information is correct.

Signed: ..... Date: .....

**ALL MILITARY PERSONNEL ARE TO HAVE REVERSE OF APPLICATION  
COMPLETED BY THEIR EMPLOYING OFFICER.**

**MILITARY PERSONNEL WHO WISH TO CLAIM STANDARD LEARNING CREDITS MUST  
COMPLETE ANNEX A TO SECTION 4 OF LANDSO 3320 BEFORE COURSE BEGINS.**



**MILITARY APPLICANTS ONLY**

- 4. Subject to unforeseen Service requirements, the applicant is authorised to attend this course.
- 5. The course or qualification is/is not\* required for the applicant's trade or appointment.

\*(delete as appropriate)

Signature: ..... Rank & Name: .....

Appointment: OC\*/SSM Date: .....

\* Delete as applicable

**NOTED**

Signature: ..... Rank & Name: .....

Appointment: Sqn Clerk Date: .....

**APPLICATION FORM AND RECORD OF PART-TIME INSTRUCTORS - 34AEC/Elmpt ALC**

Rank/Title: ..... Name: .....

Unit address: .....

..... Telephone No: .....

Home address: .....

..... Telephone No: .....

Email Address: ..... Mobile Tel No: .....

Do you have a Driving Licence: Yes/No\*

Status: Mil / Dep / UKBC / Del\*      If Dependant, details of Spouse:

Rank/Title: ..... Name: .....

Unit address: .....

..... Telephone No: .....

SUBJECT(S) OFFERED: .....

Availability - am / pm / evening\*

Qualifications: .....

Any previous teaching experience: .....

Date leaving area (if known): .....

Bank Title and Address: .....

Sorting Code: ..... AccountNo: .....

Are you willing to undertake tuition of individuals? Yes/No\*

May we give your telephone number to them? Yes/No\*

Signature: ..... Date: .....

\*Delete as necessary

**Please forward a CV with your application form**

Please cut or tear along dotted line



*Please post this application form to:-*

**PCDL Manager**

**34 AEC**

**BFPO 40**



# **ELMPT ALC**

## **SUMMER TERM 2010 COURSE PROGRAMME**

PERSONAL & COMMUNITY DEVELOPMENT LEARNING  
DAYTIME AND EVENING  
COURSES



## COURSES AT A GLANCE AT Elmpt ALC

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING</b>				
Hand Reflexology				
<b>EVENING</b>				
Help! I Live in Germany	Dutch for Beginners	Sing For Your Supper Conversational German Level 1 Dance	Belly Dancing - Beginners	
<p style="text-align: center;"><b>ALL OTHER COURSES</b></p> <p><b>CV Writing</b> Page 35</p> <p><b>Defence Writing</b> Page 35</p> <p><b>Literacy &amp; Numeracy</b> Page 35</p>				

# LANGUAGE COURSES

### GERMAN EVENING COURSES

#### **HELP! I LIVE IN GERMANY**

*Wein, Kinder, Obst, Uhrzeit,  
Werkstatt, Hauptgefreiter???*  
*What does all this mean?*  
*Come along and find out.*  
*After this course you will be able to shop,  
eat, drink and be merry...all in German!*

**Course:** HELP IN GERMANY  
**Course Code:** G1  
**Day:** Monday Evening  
**Date:** 3rd May – 12th July 2010  
**Timings:** 1800 - 2000 hrs  
**Cost:** €40 – UK Military Free  
**Instructor:** Sharon Tyrrell

#### **CONVERSATIONAL GERMAN LEVEL 1**

*Conversational German Level 1 courses are designed for the complete beginner. You will learn about how to shop, eat out, book a hotel room, numbers, colours and many other interesting subjects. The emphasis will be on conversational German based on a core textbook;*

*'Lets Talk German', ISBN 0-340-56627-2 which students will need to purchase before the course begins.*

**Course:** CONV GERMAN LEVEL 1  
**Course Code:** G2  
**Day:** Wednesday Evening  
**Date:** 5th May – 14th July 2010  
**Timings:** 1800 - 2000 hrs  
**Cost:** €40 – UK Military Free  
**Instructor:** Sharon Tyrrell

### DUTCH EVENING COURSE

#### **DUTCH FOR BEGINNERS**

*This course is designed for those who wish to gain a basic understanding of the Dutch language.*

**Course:** DUTCH FOR BEGINNERS  
**Course Code:** LG1  
**Day:** Tuesday Evening  
**Date:** 4th May – 13th July 2010  
**Timings:** 1730 – 1930hrs  
**Cost:** €40 – UK Military Free  
**Instructor:** Yvonne Mevr Van Der Ree

# RECREATIONAL COURSES

## **SING FOR YOUR SUPPER VOICE COACHING**

*Think you can't sing, then come along and let us prove you wrong.*

*This course will teach you how to use different voice techniques and learn how to sing in harmony - in a barbershop, band, for a possible audition or as an individual.*

*Using your charisma and newly acquired techniques this course will also teach you how to sing to an audience.*

**Course: SINGING**

**Course Code: R1**

**Day: Wednesday Evening**

**Date: 5th May – 14th July 2010**

**Timings: 1900 - 2100 hrs**

**Cost: €40 – UK Military Free**

**Instructor: Liesje Toatubun**

## **BELLY DANCING - BEGINNERS**

*It sounds mysterious, exciting and erotic, doesn't it? You have always wanted to do it! Here is your opportunity. You (whatever your age, shape or weight) can learn this ancient dance form.*

*Participate and get fit in one of the most feminine of ways. Be transported by exciting earthy music to achieve self confidence, good deportment, a toned up figure and most of all have fun!*

**Course: BELLY DANCING - BEGS**

**Course Code: R2**

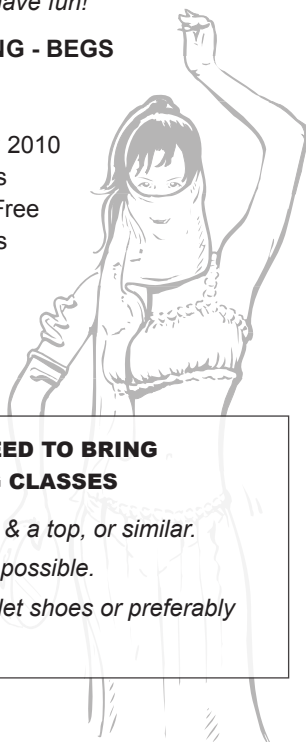
**Day: Thursday Evening**

**Date: 6th May – 15th July 2010**

**Timings: 1730 - 1900 hrs**

**Cost: €30 – UK Military Free**

**Instructor: Tricia Roberts**



### **WHAT YOU WILL NEED TO BRING TO BELLY DANCING CLASSES**

- Leotard or leggings & a top, or similar.
- A 'jingly' hip scarf if possible.
- Light gymnastic/ballet shoes or preferably bare feet.



## **HAND REFLEXOLOGY**

*This course provides instruction for a very relaxing and enjoyable hand routine which you will be able to use with all your family and friends. Learn about the different areas of the hand as they relate to your body, and use the simple techniques to reduce stress and to promote health and relaxation.*

*Please bring with you a towel and creams/oils of your choice.*

**Course: REFLEXOLOGY**

**Course Code: R3**

**Day: Monday Morning**

**Date: 3rd May – 12th July 2010**

**Timings: 0930 - 1130 hrs**

**Cost: €40 UK Military Free**

**Instructor: Tim Edwards**

## **DANCE**

*Throughout this course you will be introduced to various dance styles such as jazz and salsa. You will be taught basic exercises and discover the importance of dynamics, music and space. This class is not only fun but great exercise and the perfect way to meet people!*

**Course: DANCE**

**Course Code: R4**

**Day: Wednesday Evening**

**Date: 5th May – 16th June 2010**

**Timings: 1900 – 2100 hrs**

**Cost: €40 UK Military Free**

**Instructor: Hayley Williams**

**Room: Bruggen School**

# BITESIZE COURSES

## CV WRITING

Looking for a new job?

Need the perfect CV?

*Then come along and speak to our Basic Skills Instructors who will be able to give you one to one guidance in creating the 'Perfect CV'.*

*Please call in for an appointment and bring along your basic personal details including certificates and training details.*

**Instructor:** Basic Skills

## DEFENCE WRITING

*34/43 AECs are now offering courses in defence writing. These courses are beneficial to those who work or are seeking work within a military environment and are completely free of charge.*

**Course:** DEFENCE WRITING

**Course Code:** B1

**Date:** TBC

**Timings:** 0900 - 1230

**Cost:** FREE

**Instructor:** Capt Barker

## LITERACY & NUMERACY COURSES LEVELS 1 & 2 WEEK COURSES

PLEASE APPLY DIRECTLY TO  
**BS DEVELOPMENT MANAGER**

FOR MORE INFORMATION OF WHEN  
THESE COURSES WILL BE RUN, CALL

Elmpt ALC Tel: 68 2688      34 AEC Tel: 72 2066

Email: [bs2@elmptalc.detsa.co.uk](mailto:bs2@elmptalc.detsa.co.uk)



# GENERAL OFFICE OPENING TIMES

MON - THU 0830 Hrs - 1630 Hrs

FRI 0830 Hrs - 1430 Hrs

## ELMPT ALC TELEPHONE LIST

NAME	TELEPHONE NUMBERS	TITLE
Maj Sutcliffe	72 2340	OC
Carol Govier	68 2702	CENTRE MANAGER
Maxine Johnson	68 2460	ADMIN/RESOURCES
Derek Laidlaw	68 3451	ALC MANAGER
Julie Worsnop	02432 492601	ALC WILDENRATH
Katie Wilcox	02432 492602	WILDENRATH LIBRARY
Jo Campbell	68 3366	IERO CLERK
Sally Jordan	68 2688	BASIC SKILLS DEVELOPMENT MANAGER
TBA	68 2688	BASIC SKILLS TUTOR
Sharon Haskell	68 4459	LEARNING SKILLS ASSISTANT
Esinam Tackie	68 4459	BASIC SKILLS SUPPORT CLERK
TBA	68 3331	ELMPT LIBRARY
Capt G Clapham	68 2794	R SIGS RCMO
Elmpt ALC Fax	68 3138	

34 AEC e-mail: [itppd@34aec.detsa.co.uk](mailto:itppd@34aec.detsa.co.uk)

Elmpt ALC e-mail: [chclk@elmptalc.detsa.co.uk](mailto:chclk@elmptalc.detsa.co.uk)

## **ELMPT ARMY LEARNING CENTRE**

Elmpt ALC  
Javelin Barracks  
BFPO 35

***The Army and Learndirect -  
working together to make it easier to help you learn at a time and pace that suits you.***

**Working with the Army - Learndirect is a new approach to learning which lets you learn where you choose - you call the shots. And what's more, it is for all military personnel, their dependants, and UK based civilian staff.**

Whatever your reason for learning, whether you'd like to improve your existing skills, develop new ones or simply get to grips with computers for work or leisure we can help. We have online courses for everyone from beginner to expert. You can learn at your Army Learning Centre, at home, at work - in fact anywhere there's a computer and Internet access - right around the globe.

We deliver all our courses through the Internet, workbooks and CD-ROMs, so you're free to learn where and when you want - at your own speed. Because we've divided our learning into bite-sized chunks, you can do as much or as little as you like at any time, picking up where you left off. Some chunks take just 15 minutes to complete and, if you get stuck, there's always help at hand.

The Army Learning Centre is an accredited test centre for the European Computer Driving Licence (ECDL) and City & Guilds Adult Literacy and Numeracy qualifications. Exams for both can be taken here.

**For further information please call into Elmpt ALC or contact:-**

Elmpt Army Learning Centre Manager

Telephone: Military 68 Ext. 3451

Civilian 02163 973451

E-Mail: [elmpt@alc.detsa.co.uk](mailto:elmpt@alc.detsa.co.uk)

### **OPENING TIMES**

Monday	0900 – 1700 hrs
Tuesday	0900 – 1700 hrs
Wednesday	0900 – 2000 hrs
Thursday	0900 – 1700 hrs
Friday	0900 – 1500 hrs

### **ELMPT STATION LIBRARY**

Elmpt ALC, Javelin Barracks, BFPO 35

Telephone Elmpt Mil 3331

Civ 02163 97 3331

[elmplib@alibs.detsa.co.uk](mailto:elmplib@alibs.detsa.co.uk)

#### **OPENING TIMES**

Monday	0900 – 1700 hrs
Tuesday	0900 – 1700 hrs
Wednesday	1100 – 1800 hrs
Thursday	0900 – 1700 hrs
Friday	0900 – 1500 hrs

#### **BOOKS**

The library contains over 8000 titles. The stock is well balanced between fiction, non-fiction and children's books. We also hold a large audio visual selection including recorded sound, language courses and military DVDs.

In addition to the main library, we also have a separate Military Studies Room, currently holding over 1500 titles on military subjects. The room is equipped with a computer and printer and customers are most welcome to come here for private study and research.

Books, which are not held in the library, may be obtained on request; there is an excellent Postal Loan Service from the Command Library.

The library will publish a list of new books received each time we get a consignment. We will reserve any of these books or any other books held in stock on request.

There are regular events and story times in the library, please call in or telephone for current information.

### **WILDENRATH ARMY LEARNING CENTRE**

Telephone: Civ: 02432 492601

#### **OPENING TIMES**

Monday - Friday	0900 - 1330 hrs
-----------------	-----------------

### **WILDENRATH STATION LIBRARY**

Telephone: Civ: 02432 492602

[wildlib@alibs.detsa.co.uk](mailto:wildlib@alibs.detsa.co.uk)

Monday	0900 – 1300 hrs
Tuesday	0900 – 1700 hrs
Wednesday	0900 – 1300 hrs
Thursday	1330 – 1700 hrs
Friday	0900 – 1300 hrs

# APPLICATION TO ATTEND A COURSE AT ELMPT ALC

## 1. NOMINATION

<b>TITLE/RANK/GRADE:</b>							
<b>SURNAME:</b>							
<b>FORENAMES:</b>							
<b>MIL/UKBC - UNIT ADDRESS</b>					<b>DEPS - HOME ADDRESS</b>		
<b>DEPS - SPOUSE'S UNIT ADDRESS</b>							
<b>CONTACT TEL. Nos:</b>	<b>WORK</b>	<b>HOME</b>			<b>MOBILE</b>		
<b>EMAIL ADDRESS:</b>							
<b>COURSE REQUIRED:</b>							
<b>CODE:</b>							
<b>DATE:</b>							
<b>COST:</b>							
<b>PLEASE TICK:</b>	<b>UK MIL</b>		<b>FRGN MIL</b>		<b>UKBC</b>		<b>OTHER</b>
	<b>UK MIL DEP</b>		<b>FRGN MIL DEP</b>		<b>UKBC DEP</b>		

Please cut or tear along dotted line

2. **COURSE REQUIRED.** Please specify course required. Under the Standard Learning Credits Scheme military personnel can claim back up to 80% of the costs of the course/exam fees to a maximum of £175 per year.
3. **COURSE/EXAM FEES. COURSE AND EXAM FEES ARE TO BE PAID WHEN APPLYING FOR A COURSE.**

I understand that fees are only refundable at the discretion of OC 34 AEC.  
I certify that the above information is correct.

Signed: ..... Date: .....

**ALL MILITARY PERSONNEL ARE TO HAVE REVERSE OF APPLICATION  
COMPLETED BY THEIR EMPLOYING OFFICER.**

**MILITARY PERSONNEL WHO WISH TO CLAIM STANDARD LEARNING CREDITS MUST  
COMPLETE ANNEX A TO SECTION 4 OF LANDSO 3320 BEFORE COURSE BEGINS.**



**MILITARY APPLICANTS ONLY**

- 4. Subject to unforeseen Service requirements, the applicant is authorised to attend this course.
- 5. The course or qualification is/is not\* required for the applicant's trade or appointment.

\*(delete as appropriate)

Signature: ..... Rank & Name: .....

Appointment: OC\*/SSM Date: .....

\* Delete as applicable

**NOTED**

Signature: ..... Rank & Name: .....

Appointment: Sqn Clerk Date: .....